

ASSIGNMENT 9

Textbook Assignment: *Department of the Navy Information Security Program Regulation, SECNAVINST 5510.36*, "Safeguarding," chapter 7, pages 7-1 through 7-11; and "Storage and Destruction," chapter 10, pages 10-1 through 10D-8.

LEARNING OBJECTIVE: *Recognize the policy and procedures for safeguarding classified information, including measures for Top Secret, Secret, and Confidential information, working papers, and special types of classified and controlled unclassified information.*

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| <p>9-1. Which of the following statements regarding the safeguarding of classified information is/are correct?</p> <ol style="list-style-type: none">1. The information shall be processed only on accredited AISs2. The information may be used only where unauthorized persons may not gain access3. The information shall be stored in approved equipment4. All of the above <p>9-2. Which of the following areas must be designated, in writing, by the commanding officer?</p> <ol style="list-style-type: none">1. Exclusion areas2. Controlled areas3. Restricted areas4. Sensitive areas <p>9-3. When a military or civilian individual retires from the Navy, all classified information in his or her possession must be returned to the appropriate authority, EXCEPT for that information specifically originated by the individual.</p> <ol style="list-style-type: none">1. True2. False | <p>9-4. What type of information must be continuously accounted for?</p> <ol style="list-style-type: none">1. All classified information2. TS and Secret3. TS only4. Secret and Confidential <p>9-5. TS publications that are mass-produced reproductions must be marked with individual copy numbers.</p> <ol style="list-style-type: none">1. True2. False <p>9-6. A receipt is NOT required for TS disseminated within a command.</p> <ol style="list-style-type: none">1. True2. False <p>9-7. TS documents must be inventoried at what maximum interval?</p> <ol style="list-style-type: none">1. Monthly2. Quarterly3. Semiannually4. Annually <p>9-8. The commanding officer shall establish administrative procedures for controlling Secret and Confidential information based on which of the following criteria?</p> <ol style="list-style-type: none">1. Command location2. Threat assessment3. Command mission4. All of the above |
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- 9-9. What are working papers?
1. Finished classified documents that have been published and distributed
 2. Classified notes, drafts, and similar items that are not finished documents
 3. All documents and material used in the performance of official duties
 4. Drawings, photographs, schematics, or diagrams used to describe the operation of machinery or equipment
- 9-10. How must classified working papers be safeguarded?
1. Dated and marked "Working Paper" when created
 2. Marked with the highest overall classification level and protected accordingly
 3. Destroyed when no longer needed
 4. All of the above
- 9-11. Classified working papers must be controlled and marked as a finished document when retained for more than 90 days.
1. True
 2. False
- 9-12. What instruction provides guidance for safeguarding NATO information?
1. OPNAVINST C5510.101D
 2. OPNAVINST 5510.1H
 3. SECNAVINST 5510.36
 4. OPNAVINST S5511/35K
- 9-13. Only second echelon commands that receive NWP must establish an NWP library.
1. True
 2. False
- 9-14. For what minimum number of years must a command retain records for TS FGI?
1. Two
 2. Three
 3. Four
 4. Five
- 9-15. When a foreign government's requirement to protect its RESTRICTED or unclassified information is lower than that prescribed for U.S. Confidential, what should you do to prevent unauthorized access?
1. Ensure that the information is provided to only those individuals who have a need to know
 2. Provide, in writing or oral briefing, applicable handling instructions to those given access
 3. Provide storage instructions
 4. All of the above
- 9-16. What authority provides guidance for safeguarding RD (including CNWDI) and FRD?
1. DoD 5105.29-M-1
 2. DoD Dir 5210.2
 3. SECNAVINST 5510.36
 4. SECNAVINST 5510.30A
- 9-17. What authority governs the control and safeguarding of sensitive information contained in AISs?
1. The Privacy Act, U.S.C. Section 552a
 2. Computer Security Act of 1987
 3. SECNAVINST 5720.42E
 4. OPNAVINST 5510.158A
- 9-18. What authority must approve the use of alternative or compensatory control measures?
1. CNO (N09N2)
 2. CNO (N89)
 3. CNO (N09N)
 4. CNO (N2)

- 9-19. Alternative or compensatory control measures may NOT be used on which of the following types of information?
1. RD
 2. FRD
 3. CNWDI
 4. All of the above
- 9-20. Code words must be established and approved by CNO (N09N) prior to applying alternative or compensatory control measures to classified information.
1. True
 2. False
- 9-21. Which of the following precautions must be taken to safeguard classified information during working hours?
1. Classified documents removed from storage must be under constant surveillance at all times or covered when not in use
 2. Any kind of item used in the preparation of a classified document must either be protected according to its level of classification or destroyed
 3. Visitors who are not authorized access to classified information should not be received in areas where classified information is being used or discussed
 4. All of the above
- 9-22. At the end of the day individuals are personally responsible for which of the following security actions?
1. Placing their classified documents and related classified material in the appropriate security container, vault, or secure room
 2. Ensuring that each container drawer, vault or secure room is secured
 3. Conducting an end of the day security check of their working spaces
 4. All of the above
- 9-23. Classified information shall be disclosed at a meeting only when it serves a specific U.S. Government purpose.
1. True
 2. False
- 9-24. Under which of the following circumstances is it permissible to grant a visitor access to classified information?
1. The security officer verifies the visitor's need to know
 2. The visitor presents a visit request
 3. The visitor's clearance level and need to know have been verified by the custodian of the information
 4. All of the above
- 9-25. A Secret classified meeting may be held at which of the following locations?
1. A naval facility
 2. Andrews AFB Conference Center
 3. A cleared DoD contractor facility
 4. All of the above
- 9-26. What instruction governs the TSCM policy regarding discussions of TS information at classified meetings?
1. SECNAVINST 5720.42E
 2. SECNAVINST 5500.31A
 3. SECNAVINST 5510.36
 4. OPNAVINST 5530.14C

9-27. Which of the following conditions must be met before a command agrees to host a classified meeting outside the command, including those supported by non-U.S. Government associations?

1. Confirm that other means for communicating or disseminating the classified information would not accomplish the purpose
2. Ensure that attendance is limited to U.S. Government personnel or cleared DoD contractor employees
3. Request approval from CNO (N09N2)
4. All of the above

9-28. Which of the following DON authorities must approve any participation by foreign nationals prior to their attendance at classified meetings?

1. CNO (N09N2)
2. SECNAV
3. Security manager
4. Navy IPO or cognizant command foreign disclosure office

9-29. What command official is responsible for establishing procedures for the reproduction of classified information?

1. Security manager
2. Commanding officer
3. Physical Security officer
4. SSO

9-30. Who must approve the reproduction of TS FGI?

1. CNO (N09N2)
2. NAVY IPO
3. Originating government
4. Director, International Security Policy

9-31. Records of receipt, internal distribution, destruction, inventory, access, transmission and reproduction must be maintained for both TS and Secret FGI.

1. True
2. False

LEARNING OBJECTIVE: *Identify storage requirements and destruction standards and procedures for classified information*

9-32. When, if ever, may money or jewelry be stored in a GSA-approved container used to store classified information?

1. During emergency and combat situations
2. When the articles are to be used as evidence in a military court
3. When the articles are double-wrapped and segregated from the classified information
4. Never

9-33. Any weakness, deficiency, or vulnerability found to exist in any equipment used to safeguard classified information shall be reported to which of the following authorities?

1. Naval Supply System Command
2. CNO (N09N2)
3. GSA
4. CNO (N09N3)

9-34. What agency has the responsibility for establishing and publishing minimum standards, specifications, and supply schedules for security equipment and devices used for storage and destruction of classified information?

1. Naval Facilities Engineering Service Command
2. NCIS
3. GSA
4. Naval Supply Systems Command

- 9-35. Any GSA-approved container housing TS information must be marked on the outside of the container for emergency situations.
1. True
 2. False
- 9-36. When a GSA-approved security container used to store TS information is located in the U.S., no supplemental controls are required.
1. True
 2. False
- 9-37. Which of the following supplemental controls is/are required for Secret information stored in an open storage area?
1. Continuous protection provided by cleared guard or duty personnel
 2. Inspection by cleared guard or duty personnel every 8 hours
 3. An IDS with response time within 45 minutes of alarm annunciation
 4. All of the above
- 9-38. Which of the following individuals is/are authorized to change the combination on security containers, vault doors or secure room doors housing Secret information?
1. A civilian Navy employee with a Secret clearance
 2. A chief petty officer with a Top Secret clearance
 3. Both 1 and 2 above
 4. A locksmith
- 9-39. All non-GSA-approved cabinets must be replaced with GSA-approved security containers prior to what replacement date?
1. 1 January 2002
 2. 1 October 2002
 3. 30 September 2005
 4. 1 October 2015
- 9-40. Which of the following materials should NOT be used to construct the walls, floor, and roof of a secure room?
1. 2-inch wire mesh
 2. Plaster or plywood
 3. Gypsum wallboard or wood
 4. Metal panels
- 9-41. The combination of a security container used to store classified information must be changed on which of the following occasions?
1. When the combination has been subjected to compromise
 2. When first placed in use
 3. When taken out of service
 4. All of the above
- 9-42. What combination should be set on a built-in combination lock that has been taken out of service?
1. 10-20-30
 2. 10-15-20
 3. 50-25-50
 4. 50-30-50
- 9-43. What combination should be set on a combination padlock that is taken out of service?
1. 10-20-10
 2. 10-20-30
 3. 50-25-50
 4. 20-40-20
- 9-44. Each security container, vault, or secure room must have a record showing its location and the name, home address, and phone number of which of the following individuals?
1. The security manager only
 2. The commanding officer only
 3. The responsible custodian of the stored information only
 4. All persons having knowledge of the combination

- 9-45. Which of the following safeguards apply(ies) to the combination of a security container?
1. It must be treated as having a classification equal to the highest category of information stored therein
 2. It must be marked appropriately on any written record
 3. It shall be stored in a security container other than the one to which it applies
 4. All of the above
- 9-46. What authority governs key security and lock control?
1. OPNAVINST 5530.1B
 2. SECNAVINST 5510.36
 3. OPNAVINST 5530.14C
 4. SECNAVINST 5510.30A
- 9-47. To secure a classified container, you must rotate the dial of the combination lock a minimum of how many times in the same direction?
1. Five
 2. Two
 3. Three
 4. Four
- 9-48. A civilian locksmith who has no security clearance but is continuously escorted while in the security area may perform which of the following services on a security container?
1. Neutralize a lock-out
 2. Repair a locking drawer
 3. Both 1 and 2 above
 4. Change the combination
- 9-49. In reference to an intrusion detection system in an area where classified information is stored, what statement is NOT true?
1. It complements other physical security measures
 2. It prevents an attempted intrusion
 3. It provides additional controls at vital areas
 4. It may provide a more economical and efficient substitute for other protective measures
- 9-50. When purchasing a new shredder, you may select either a cross-cut or a strip shredder.
1. True
 2. False
- 9-51. When classified information is shredded, what should be the maximum width of the strip?
1. 1/32 inch
 2. 1/16 inch
 3. 1/64 inch
 4. 3/64 inch
- 9-52. A wet process pulper is capable of destroying which of the following materials?
1. Typewriter ribbons
 2. Microforms
 3. Paper products
 4. All of the above
- 9-53. How many witness signatures are required on a TS destruction record?
1. One
 2. Two
 3. Three
 4. Four

9-54. TS records of destruction shall be retained for what minimum number of years?

1. Two
2. Three
3. Four
4. Five

9-55. Unclassified NNPI may be destroyed in the same manner as FOUO information.

1. True
2. False

9-56. When the commanding officer of a U.S. Navy ship transfers classified information to a friendly foreign government, what SECNAV instruction is the source of guidance?

1. 5510.36
2. 5510.34
3. 5510.48J
4. 5530.14C